

12 February 1976

MEMORANDUM FOR: NIOs, PP and RI
SUBJECT : The DCI's Immediate Office

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Attached for your information is a note from
Mr. Evans which briefly delineates the responsibilities
of the DCI's two assistants -- [redacted]
[redacted] Please note the change in title for
[redacted] and ensure that all correspondence to him
carries the proper designator -- SA/DCI vice EA/DCI.

George A. Carver, Jr.
Deputy for National Intelligence Officers

Attachment

76-891

11 February 1976

MEMORANDUM FOR: See Distribution

SUBJECT : Organization of the DCI's Immediate Office

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1. The Director will be assisted by an Executive Assistant [redacted] and a Special Assistant [redacted]). Their respective duties are generally as follows:

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a. [redacted] (EA/DCI). The Director will look to her for the organization of his day, to include confirmation of requests for appointments, as well as being the officer who will set into motion travel plans and monitor arrangements related to same. She will have particular responsibility for assistance to the Director with regard to Congressional, journalist, and social/personal contacts. She will also undertake special projects for the Director.

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b. [redacted] (SA/DCI). He will assist the Director with regard to substantive intelligence production and operational matters. He will be responsible for checking the completeness of materials assembled for various meetings the DCI is to attend such as the 40 Committee, SRG, PFIAB, etc. He will also have a particular responsibility for seeing that briefing materials are developed in support of DCI appointments. Additionally, he will screen intelligence publications and operational cables.

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2. The Director will be supported by two Secretary-Stenos [redacted] who will handle the telephones for the Director as well as for the EA/DCI and SA/DCI. It is contemplated that in the future the latter will have his own Secretary-Steno.

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3. The functions of the Executive Secretariat remain as described in [redacted]. As most of you know, [redacted] has joined us as my Deputy.

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[redacted]

D. C. Evans
Executive Secretary